

# CENTRAL PAYROLL ACCESS REQUEST

\_\_\_\_\_  
REQUEST DATE

\_\_\_\_\_  
NAME OF REQUESTING AGENCY

\_\_\_\_\_  
AGENCY #

\_\_\_\_\_  
REQUESTOR NAME

\_\_\_\_\_  
REQUESTOR TELEPHONE

Please allow the employee(s) listed below to access the Central Payroll System:

EMPLOYEE NAME	TELEPHONE #	RACF ID#	(USE "X" TO INDICATE) <u>TYPE OF ACCESS</u>	
			<u>INQUIRY ONLY</u>	<u>INQUIRE &amp; ALTER</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Please **REMOVE** the employee(s) shown below from the Central Payroll Access Listing:

EMPLOYEE NAME	RACF ID#
_____	_____
_____	_____
_____	_____
_____	_____

## INSTRUCTIONS

THIS REQUEST SHOULD BE FAXED TO THE ATTENTION OF EITHER ROGER FARMER OR PATRICIA BERNARD. THE FAX NUMBER IS (919) 981-5570.